



OFFICE MEMORANDUM

DATE: May 29, 1996

TO: District Engineers
District Field Engineers
District Construction Engineers
District Office Engineers
Resident/Project Engineers

FROM: Paul F. Miller Sandy Friedle
Engineer of Construction Acting Administrator
Construction Division Financial Services

SUBJECT: Joint Construction and Financial Services Construction
Instructional Memorandum 1996D
Final Estimate Processing

In order to adapt to the new BAMS computerization, the following procedures are to be implemented for processing final estimates, effective immediately. This new procedure will expedite the finaling of projects and final payment to the contractor for completed work.

1. When all final quantities have been completed, the Resident/Project Engineer will review the Status of Quantities Report on the mainframe program.
2. When the Status of Quantities Report is balanced, prepare the final estimate. The Final Estimate Package Cover Letter/Checklist must be included as a part of the "Final Estimate Package" (see attached copy).

When the items on the checklist have been completed, the Resident/Project Engineer will sign certifying that final quantities for payment in this estimate have been properly completed, reviewed, and checked for accuracy in accordance with current published instructions.

3. The Resident/Project Engineer will submit the Final Estimate Package and Cover Letter/Checklist to the Contractor Payments unit. A copy of the Final Estimate and Cover Letter/Checklist is to be sent to the district office.
4. The Contractor Payments Unit will review and generate the two signature final estimate. Final quantities will be verified by the Recommendation/Authorization Section prior to the Engineer of Construction signature.

5. When the Engineer of Construction has reviewed and signed the two signature final estimate, it will be returned to the Contractor Payments Unit.
6. The Contractor Payments Unit will sign the two signature estimate and send it to the Treasury Department for final payment to the contractor. A copy of the two signature final estimate will be sent to the Resident/Project Engineer and to the District Office.

For Local Government Projects, the local agency project engineer must sign the Cover Letter/Checklist certifying that the final quantities included in this estimate have been properly completed, reviewed and checked for accuracy, in accordance with current published instructions, and submit the Final Estimate Cover Letter/Checklist when submitting a final estimate. The MDOT Resident Engineer or the District Engineer/Field Engineer must also sign the Final Estimate Cover Letter/Checklist. A copy of this is to be sent to the district office.

This process will allow MDOT to be in accordance with the BAMS computerization and CPRKS 4. It will also dramatically decrease the time to process a final estimate and to pay the contractor for completed work.

When the district receives a copy of the Final Estimate and Cover Letter/Checklist, the project certification should be completed and appropriate distribution should be made by the District Office.

Engineer of Construction
Construction Division

Acting Administrator
Financial Services

attachment

PFM:SF:GCT:BRH:srh

cc: Lansing Construction Engineers
Lansing Construction Technicians
Engineering Services Division
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Construction Instructional Memorandum 1996D
May 29, 1996
Page 3

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Subject Index: Estimates, Pay